



<http://agr.wa.gov/FoodSecurity/>



Washington State Department of Agriculture

Emergency Management Program Specialist 3 Emergency Management Planner for the National Veterinary Stockpile

Range 58 \$4114 - \$5395 per month

Natural Resource Building, Olympia Washington

<http://www.ci.olympia.wa.us/>

Come Join our Diverse and Dedicated Team

The Washington State Department of Agriculture serves the people of Washington State by supporting the agricultural community and promoting consumer and environmental protection.

The Department employs over 500 employees on a permanent basis and up to 200 additional employees on a nonpermanent basis for various seasonal work load needs in jobs ranging from brand inspectors, grain inspectors, and food safety officers, to computer information consultants and accountants. Offices and employees are located throughout the state.

This position works with local jurisdiction emergency managers, the State Veterinarian, the USDA Area Veterinarian in Charge, the State-Federal Liaison for the National Veterinary Stockpile (NVS) for USDA-Animal Plant Health Insection Service (USDA-APHIS), the Planning and Logistics Sections of Washington Emergency Management Division, the Department of Health - Emergency Health and Medical Logistics Manager and other government and private entities to ensure their ability to receive and dispense veterinary countermeasures and supplies in the event of a major animal disease emergency.

We offer:

- 11 Paid Holidays
- Sick and Vacation Leave
- Retirement
- Health, Dental and Vision
- Life and Long Term Disability
- (Optional) Dependent Care Assistance
- and Deferred Compensation Programs
- Free Training
- Tuition Reimbursement
- Employee Recognition
- And Much More

This is a full-time project position.

Duties include but are not limited to:

- Developing logistics management plans and procedures and coordinates the use of existing Washington State plan and procedures to receive, distribute, and account for materials supplied in the National Veterinary Stockpile (NVS).
- Developing and managing contracts with other state agencies, local jurisdictions and commercial partners related to plan development, response and maintenance of federal resources.
- Writing and maintaining emergency management plans.
- Developing and conducting training in the plans and procedures for emergency preparedness, particularly for the receipt, staging and distribution of the NVS.
- Assisting with evaluation of other local emergency response plans and conducts Technical Assistance Reviews with local jurisdictions.

QUALIFICATIONS:

Positions typically require two years of experience at Emergency Management Program Specialist 2 or a Bachelor's degree and four years of professional level experience in emergency management, financial management (grant, contracting, claims management, budgeting), training/education, public information/affairs, program/project management, environmental analysis or planning, civil/structural engineering, legislative affairs, and/or urban planning.

Must have at least three years experience in logistics management and be knowledgeable about warehouse operations and procedures.

Additional qualifying experience will substitute, year for year, for the education requirement. A Master's or Ph.D. degree will substitute for one year of the experience requirement.

Note: Qualifying Program/Project management is defined as: Directing, coordinating, monitoring and evaluating a project or program having a specific goal to be achieved within a specific time frame.

Preferred Skills:

- Able to work occasionally beyond 40 hours per week
- Must be able to lift up to 50 lbs
- Must be willing to report for duty during an emergency at non-regular hours
- Able to travel statewide and/or nationally
- Able to communicate well both orally and in writing
- Able to work with diverse constituents to achieve goals of the NVS program
- Must be knowledgeable in safety requirements for warehousing, material handling and transportation operations
- Able to train others and facilitate meetings
- Able to use software including Microsoft Office
- MUST have completed at least 1-300, Intermediate Incident Command System training

For more information about our agency and its mission, visit our website at

www.agr.wa.gov

HOW TO APPLY – DO NOT APPLY THROUGH CAREERS.WA.GOV

Send a letter of interest, an application (<http://www.dop.wa.gov/Pages/forms.aspx>) or resume, and answers to the questions below no later than **April 13, 2010** to:

Linda Pentt, Human Resource Consultant

P.O. Box 42560

Olympia, WA 98504-2560 or e-mail hr@agr.wa.gov or fax to (360) 902-1821

1. Describe your experience in coordinating and planning for the receipt and distribution of a major logistics package (push package) or similar resources within a short timeframe from an offsite location.
2. Describe your experience in establishing a distribution center for received equipment and supplies and efforts taken to recover and return unused equipment and supplies to the issuing agency or organization.
3. Describe your experience with managing safety issues and requirements for a distribution center or warehouse operation.
4. Describe your experience in coordinating portions of emergency management programs, projects, functions, or activities internally and with other state agencies, local jurisdictions, federal agencies, the private sector and other states or countries to include during emergencies.
5. Describe your previous responsibilities in monitoring expenditures, contracts or other agreements between the state and other public and private entities.

The State of Washington actively supports diversity in the workplace and is an equal opportunity employer. Applicants who need assistance in the application process or who need this announcement in an alternative format may call (360) 902-1979 or the Telecommunications Device for the Deaf at 800-833-6388.